

**St Paul’s Childcare**

# MEDICATION POLICY

# Written in conjunction with NMS 10

St Paul’s Childcare will follow this policy, review it annually and update it as required.

The Person in Charge (Leader) of St Paul’s Childcare will ensure that every member of staff understands this policy.

St Paul’s Childcare will ensure that parents and carers are aware of this policy. We will ensure this policy is available to all via:

\*St Paul’s Childcare website

\*The entrance of the childcare setting

\*St Paul’s C/W Primary School website

The policy may be requested from Reception at St Paul’s C/W Primary School

**Policy last updated –** September 2020

**Next policy update due –** September 2021

**REVIEWED BY**

**Name Signature Date**

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## MEDICATION POLICY

**Aim**

At St Paul’s Childcare we promote the good health of children attending the setting and take necessary steps to prevent the spread of infection. St Paul’s Childcare recognises that occasions may arise when it is necessary to give medication to a child whilst they are in St Paul's Childcare. St Paul’s Childcare recognises that there are children who have long term conditions that may need medication while attending St Paul’s Childcare.

**The Rights of the Child**

This policy is part of ensuring that the St Paul’s Childcare the Rights of the Child as stated in the United Nations Convention on the Rights of the Child, specifically:

Article 3 : All organisations concerned with children should work towards what is best for each child.

Article 16: Children have a right to privacy. The law should protect them from attacks against their way of life, their good name, their families and their homes.

Article 19: Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents or anyone else who looks after them.

Article 23: Children who have any kind of disability should have special care and support so that they can lead full and independent lives.

Article 24: Children have the right to good quality health care and to clean water, nutritious food and a clean environment so that they will stay healthy.

**Code of Practice**

The following must be adhered to by parents/carers and staff for the health and well-being of all children in the administration of medicines or creams

* St Paul’s Childcare requires written consent in advance from parents/carers which clearly shows:

 CHILDS FULL NAME

 CHILDS DATE OF BIRTH

 DATE AND EXPIRY DATE

 DOSAGE

 TIME DOSAGE WAS LAST ADMINISTERED

 TIME DOSAGE TO BE ADMINSTERED IN ST PAUL’S CHILDCARE SETTING

 *Possible side effects will be discussed, and included in the written permission*

* The medicine must be in its original container and must be accurate for the ailment.
* Prescription medicine can only be given if a doctor has prescribed them for that individual child.
* All medicine must be within date
* All medicines will be stored clearly labelled with the child’s name.
* All medicines will be stored at the correct temperature out of the reach of the children.
* All emergency medicine such as asthma inhalers and adrenalin pens should be easily accessible for staff.
* Staff will read and follow the instructions on the medicine prior to administering.
* A written record will be kept of any medicine given. Parents will be required to sign the record to confirm they are aware of when the last dose was administered.
* Training will be sought by external agencies/health professional if needed, in order to administer specific medication which may require technical or medical knowledge. Training will be specific to the individual child.
* Staff will be asked to attend training to meet specific needs. A written record will be kept of any training received including the trainers name and all staff in attendance.
* Staff will sign a consent form to say they are willing to administer medication.
* Any long term medical condition requiring medication will be discussed confidentially prior to the child starting at St Paul’s Childcare. Their needs will be individually assessed. Parents/Carers will keep St Paul’s Childcare informed of any changes in the child’s condition or changes in their medication regime.
* When the child has a long term medical condition such as diabetes, epilepsy or anaphylaxis a health care plan must be in place with input from the parent/carer, childcare manager and health care professionals. Advise from the relevant Health Care professional will be sought to determine whether the administration of medication requires training.
* If a child requires medication for a long term purpose then a long term medication form will be complete with parent/carer consent. Staff will sign the form each day when they have administered the medication at the time stated by the parent/carer.
* In an emergency situation, an ambulance will be called for and parents/carers informed immediately.
* St Paul’s Childcare will ensure that procedures for administering medication are approved by the insurers.

Signature: Date: Date of review: